

November 2013

"Developing a
Generation of
Leaders"



**PROFESSIONAL
DEVELOPMENT
CENTER**

The State Professional Development Center
125 North Roberts Street, Mitchell Building
Helena, Montana 59620
Phone: 406/444-3871; Email: pdc01@mt.gov

PDC's 2013 Fall Schedule

Class Name	Cost	Dates & Times
The Leadership Challenge* (Missoula)	\$400 + Materials fee	November 5, 6, 13 8:30 a.m.— 4:30 p.m.
Evidenced-Based Management	\$123	November 5 8:30 a.m.— 4:30 p.m.
Wrongful Discharge	\$135	November 6 8:30 a.m.— Noon
Intermediate Excel	\$110	November 13 9:00 a.m.— 3:00 p.m.
Robert's Rules of Order (Webinar)	\$70	November 14 10:00 a.m.— 11:30 a.m.
From Me to We: Effective Collaboration	\$123	November 19 8:30 a.m.— 4:30 p.m.
Exploring Emotional Intelligence (Billings)	\$123 + \$40 materials fee	November 20 8:30 a.m.— 4:30 p.m.
Contemporary Writing Skills	\$123	November 20 8:30 a.m.— 4:30 p.m.
Conflict Management (Billings)	\$123 + \$17 materials fee	November 21 8:30 a.m.— 4:30 p.m.
Stress Management (Billings)	\$123	November 22 8:30 a.m.— 4:30 p.m.
Myers-Briggs & Communication (MBTI)	\$123 + \$27 materials fee	November 26 8:30 a.m.— 4:30 p.m.

* Series classes: additional cost - 10% of the tuition fee for class materials

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Class Name	Cost	Dates & Times
Male/Female Communication	\$95	December 3 8:30 a.m.— Noon
Conflict Mangement	\$123 + \$17 materials fee	December 4 8:30 a.m.— 4:30 p.m.
Advanced Excel	\$110	December 4 9:00 a.m.— 3:00 p.m.
Stress Management	\$123	December 5 8:30 a.m.— 4:30 p.m.
Managing Multiple Priorities	\$95	December 5 8:30 a.m.— Noon
Effective Presentations	\$245	December 10, 11, 12 8:30 a.m.— 4:30 p.m.
Approaching Supervision	\$123	December 11 8:30 a.m.— 4:30 p.m.
Performance Driven Leadership	\$123	December 12 8:30 a.m.— 4:30 p.m.
Beginning PowerPoint 2010	\$110	December 17 8:30 a.m.— 4:30 p.m.
Developing Coaching Skills	\$123 + \$14 materials fee	December 17 8:30 a.m.— 4:30 p.m.
Records Management	\$50	December 17 8:30 a.m.— 4:30 p.m.
Writing Position Description	\$123	December 18 8:30 a.m.— 4:30 p.m.
Contemporary Writing Skills	\$123	December 18 8:30 a.m.— 4:30 p.m.

* Series classes: additional cost - 10% of the tuition fee for class materials